

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction



Preparing for Fiscal Year 2009

System Training and Response Team

Workshop Logistics

- Sign-in sheets
- Workshop Evaluation Form
- Certificates of Completion
- Break / Rest Areas

System Training and Response Team

Scope of Workshop / Agenda



System Training and Response Team

Procedures for Reporting Student Absence Complying with ADE Guideline GE – 20

System Training and Response Team

How does School Finance use data related to the daily participation of enrolled students?

- Adjusted ADM (Excessive Absences)
- Withdrawal from enrollment upon accumulation of ten consecutive unexcused absences

System Training and Response Team

Adjusted ADM (Excessive Absences)

Pursuant to A.R.S. § 15-902 ADE adjusts for excessive absences if ADM for a school district or charter holder that serves students exclusively in grades 9–12 exceeds ADA by more than 8.5% and for all other districts and charter holders if ADM exceeds ADA by more than 6%.

System Training and Response Team

Average Daily Membership (ADM)

$$\text{ADM} = \frac{\text{Membership Days}}{\text{Days in the Reporting Period}}$$

System Training and Response Team

Average Daily Attendance (ADA)

$$\text{ADA} = \frac{\text{Membership Days} - \text{Absence Days}}{\text{Days in the Reporting Period}}$$

System Training and Response Team

Example 1 – Absences do not exceed specified limits

Unified School District Grades PS – 12
100th day ADM and ADA

- Membership Days = 653,100
- Absence Days = 21,085
- ADM = 6,531.00
- ADA = 6320.15
- ADM exceeds ADA by 3.33%
(6531.00 – 6320.15 / 6320.15)

System Training and Response Team

Example 2 – Absences exceed specified limits

Union High School District Grades 9 – 12
100th day ADM and ADA

- Membership Days = 2,050,112
- Absence Days = 165,888
- ADM = 20501.12
- ADA = 18842.24
- ADM exceeds ADA by 8.8%
(20501.12 – 18842.24 / 18842.24)

System Training and Response Team

Example 2 – Absences exceed specified limits

Union High School District Grades 9 – 12

- ADM exceeds ADA by 8.8%
- ADE adjusts ADM by multiplying ADA by the adjustment factor specified in statute (1.085)
- $18842.24 \times 1.085 = 20443.83$
- Adjusted ADM = 20443.83
- Reported ADM = 20501.12

System Training and Response Team

Absence Approval Request

After the 100th day of instruction the absence rate may be further adjusted by applying to ADE for the approval of certain types of absences including absences that are due to:

- Chronic illness as defined in A.R.S. § 15–346
- Widespread illness*
- Adverse weather conditions*
- Concerted refusal by students to attend classes*
- Threats of violence against school property, school personnel or students for any period of one day or more

* For any period of three consecutive days or more

System Training and Response Team

Adjustment factors

- 1.085 for districts and charters with students exclusively in grades 9 – 12
- 1.06 for all other districts and charters
- Adjustments are displayed on the School Finance 40–2 Report

System Training and Response Team

SAIS ADMS 40-2		ARIZONA DEPARTMENT OF EDUCATION			Page:	1
		RESIDENT AVERAGE DAILY MEMBERSHIP RECAP			Report Date:	05/08/2008
		Day 1 THROUGH 100				
		FISCAL YEAR 2007-2008				
District of Residence: 00-05-99 XYZ Union High School District						
Grade	Reported ADM	Reported ADA	Approved Absence Days	Approved ADA	Adjusted ADM	
			Illness			
			Refusal			
			Weather			
			Chronic			
PSH * ** *****						
			Illness			
			Refusal			
			Weather			
			Chronic			
KDG *** *****						
			Illness			
			Refusal			
			Weather			
			Chronic			
01 - 08 *****						
Elementary						
			Illness			
			Refusal			
			Weather			
			Chronic			
Secondary	20501.12	18842.24				
District Total	20501.120	18842.240		18842.24	X 1.085 =	20443.83

Ten Consecutive Unexcused Absences

Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences as identified by the department of education. (See A.R.S. § 15–901(A)(2))

System Training and Response Team

Excused Absences

An excused absence is absence due to illness or taking a vacation after the school has been notified of the absence.

The governing board of each district must adopt a policy governing the excuse of pupils for religious purposes.

(See School Finance Instructions for Required Reports, page 23.)

System Training and Response Team

Reporting absences for Kindergarten students

- Kindergarten students are considered either to be present or absent for a full day. Incremental absences in proportions that are less than a kindergarten student's FTE are not allowed.
- Record a KG student, with total instruction time between 346 and 692 hours per year, as absent if he/she is in attendance for less than three-quarters of the instructional time scheduled for the day.
- If the total instructional time for the year is 692 hours or more, a student is counted as absent if he/she attends less than half the instructional time scheduled for the day.

System Training and Response Team

KG 1

Reporting absences for Kindergarten students

Example 1

- Student A is enrolled in a KG program that is scheduled to include 360 instructional hours over the course of a school year.
- 2 hours of instruction are scheduled for a particular day.
- If Student A attends for at least 1:30, he is considered to be in attendance for the full day and no absence is reported.
- If Student A attends for less than 1:30, he is considered to be absent for the full day and an absence in the amount of 0.50 must be reported. (Student's FTE is 0.50.)
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

KG 2

Reporting absences for Kindergarten students

Example 2

- Student B is enrolled in a KG program that is scheduled to include 720 instructional hours over the course of a school year.
- 4 hours of instruction are scheduled for a particular day.
- If Student B attends for at least 2:00, she is considered to be in attendance for the full day and no absence is reported.
- If Student B attends for less than 2:00, she is considered to be absent for the full day and an absence in the amount of 1.00 must be reported. (Student's FTE is 1.00.)
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

KG 3

Schedule Name

Blocks of Time	Start	End	Instructional Minutes
Instructional Block 1			
Noninstructional			
Instructional Block 2			
Noninstructional			
Instructional Block 3			
Noninstructional			
Instructional Block 4			
Noninstructional			
Instructional Block 5			
Noninstructional			
Instructional Block 6			
Noninstructional			
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			0

NOTES:

Type any notes in this area

Instructional Minutes From	To	Absence Amount	Result
		0.00	Present
		1.00	Absent

Student Arriving Late

Arrives before	Present
Arrives at or after	Absent

Student Leaving Early

Leaves before	Absent
Leaves at or after	Present

Calculate Partial-Day Absence	
Arrive	
Leave	
Minutes	
Return	
Leave	
Minutes	
Total Minutes	
Absence Amount	

Abs. Calc. 1

Kindergarten (1.0) Regular Schedule

Blocks of Time	Start	End	Instructional Minutes
Instructional Block 1	8:15 AM	10:05 AM	110
AM Recess	10:05 AM	10:25 AM	
Instructional Block 2	10:25 AM	11:40 AM	75
Lunch/Recess	11:40 AM	12:20 PM	
Instructional Block 3	12:20 PM	1:30 PM	70
PM Recess	1:30 PM	1:50 PM	
Instructional Block 4	1:50 PM	2:30 PM	40
Noninstructional	2:30 PM		
Instructional Block 5			
Noninstructional			
Instructional Block 6			
Noninstructional			
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			295

NOTES:

Teachers: Mrs. Wilson, Mrs. Jones, Mr. Green

Instructional Minutes		Absence Amount	Result
From	To		
148	295	0.00	Present
0	147	1.00	Absent

Student Arriving Late

Arrives before	11:03 AM	Present
Arrives at or after	11:03 AM	Absent

Student Leaving Early

Leaves before	11:03 AM	Absent
Leaves at or after	11:03 AM	Present

Calculate Partial-Day Absence

Arrive	8:15 AM
Leave	9:45 AM
Minutes	90
Return	1:05 PM
Leave	2:30 PM
Minutes	65
Total Minutes	155
Absence Amount	Present

Abs. Calc. 2

Kindergarten (1.0) Early Release

Blocks of Time	Start	End	Instructional Minutes
Instructional Block 1	8:15 AM	10:05 AM	110
AM Recess	10:05 AM	10:30 AM	
Instructional Block 2	10:30 AM	11:15 AM	45
Noninstructional	11:15 AM		
Instructional Block 3			
Noninstructional			
Instructional Block 4			
Noninstructional			
Instructional Block 5			
Noninstructional			
Instructional Block 6			
Noninstructional			
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			155

NOTES:

Teachers: Mrs. Wilson, Mrs. Jones, Mr. Green.

Instructional Minutes		Absence Amount	Result
From	To		
78	155	0.00	Present
0	77	1.00	Absent

Student Arriving Late

Arrives before	9:33 AM	Present
Arrives at or after	9:33 AM	Absent

Student Leaving Early

Leaves before	9:33 AM	Absent
Leaves at or after	9:33 AM	Present

Calculate Partial-Day Absence

Arrive	
Leave	
Minutes	
Return	
Leave	
Minutes	
Total Minutes	
Absence Amount	

Abs. Calc. 3

Total Instructional Hours

Kindergarten (1.0 FTE)

Schedule Name	Minutes of Instruction	Days on Schedule	Total Instructional Minutes	Total Instructional Hours
KG (1.0) Regular	295	140	41300	688
KG (1.0) Early Release	155	40	6200	103
Totals		180	47500	792

Grade Level	Minutes per Week	Hours per Year
Preschool	360	
KG (0.5 FTE)		356
KG (1.0 FTE)		712
1, 2 and 3		712
4, 5 and 6		890
7 and 8		1,068
9, 10, 11 and 12		720

Notes:

Abs. Calc. 4

5th/6th Regular Schedule

Blocks of Time	Start	End	Instructional Minutes
Instructional Block 1	8:15 AM	10:20 AM	125
AM Recess	10:20 AM	10:55 AM	
Instructional Block 2	10:55 AM	12:10 PM	75
Lunch/Recess	12:10 PM	1:00 PM	
Instructional Block 3	1:00 PM	2:15 PM	75
PM Recess	2:15 PM	2:30 PM	
Instructional Block 4	2:30 PM	3:00 PM	30
Noninstructional	3:00 PM		
Instructional Block 5			
Noninstructional			
Instructional Block 6			
Noninstructional			
Instructional Block 7			
Noninstructional			
Instructional Block 8			
Total Instructional Minutes			305

NOTES:

Homeroom: 8:05 am- 8:15 am and 3:00 pm -3:05 pm

Appropriate for grades 1-8 reporting 1/2 day absences

Instructional Minutes From	To	Absence Amount	Result
229	305	0.00	No Absence
153	228	0.50	1/2 Day Absence
0	152	1.00	Full Day Absence

Student Arriving Late

Arrives before	9:32 AM		No Absence
Arrives	9:32 AM	11:22 AM	1/2 Day Absence
Arrives after	11:22 AM		Full Day Absence

Student Leaving Early

Leaves before	11:23 AM		Full Day Absence
Leaves	11:23 AM	1:28 PM	1/2 Day Absence
Leaves after	1:28 PM		No Absence

Calculate Partial-Day Absence

Arrive	8:05 AM
Leave	9:15 AM
Minutes	60
Return	11:10 AM
Leave	3:05 PM
Minutes	165
Total Minutes	225
Absence Amount	1/2 Day Absence

Abs. Calc. 5

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on quarter days

Attendance	Absence Amount
>75% of the instructional time scheduled for the day	0.00
75% of the instructional time scheduled for the day	0.25
≥50% but <75% of the instructional time scheduled for the day	0.50
≥25% but <50% of the instructional time scheduled for the day	0.75
<25% of the instructional time scheduled for the day	1.00

System Training and Response Team

1st – 8th
1

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on quarter days

Example

- Student C's FTE is 1.00.
- 6 hours of instruction are scheduled for a particular day.
- If Student C attends for more than 4:30, she is considered to be in attendance for the full day and no absence is reported.
- If Student C attends exactly 4:30, she is in attendance for 3/4 of the instructional time scheduled for the day and an absence in the amount of 0.25 must be reported.
- If Student C attends for at least 3:00, but less than 4:30, she is considered to be in attendance for 1/2 of the instructional time scheduled for the day and an absence in the amount of 0.50 must be reported.

System Training and Response Team

1st – 8th
2

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on quarter days

Example (continued)

- If Student C attends for at least 1:30, but less than 3:00, she is considered to be in attendance for 1/4 of the instructional time scheduled for the day and an absence in the amount of 0.75 must be reported.
- If student C attends for less than 1:30, she is considered to be absent for the entire day and an absence in the amount of 1.00 must be reported.
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

1st – 8th
3

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on half days

Attendance	Absence Amount
≥ 75% of the instructional time scheduled for the day	0.00
≥50% but <75% of the instructional time scheduled for the day	0.50
<50% of the instructional time scheduled for the day	1.00

System Training and Response Team

1st – 8th
4

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on half days

Example

- Student D's FTE is 1.00.
- 6 hours of instruction are scheduled for a particular day.
- If Student D attends for 4:30 or more, he is considered to be in attendance for the full day and no absence is reported.
- If Student D attends for at least 3:00, but less than 4:30, he is considered to be in attendance for 1/2 of the instructional time scheduled for the day and an absence in the amount of 0.50 must be reported.

System Training and Response Team

1st – 8th
5

Reporting absences for students in grades 1 – 8

if attendance for all pupils in the school is based on half days

Example (continued)

- If student D attends for less than 3:00, he is considered to be absent for the entire day and an absence in the amount of 1.00 must be reported.
- Appropriate adjustments must be applied according to variations in the length of the instructional time scheduled for a particular day.

System Training and Response Team

1st – 8th
6

Reporting absences for students in grades 9–12

GE –20 Absence Reporting Requirement (II)(b)(3)

“At a minimum, statutes require all districts and charter holders to offer instruction of at least four hours a day on a five day a week schedule or five hours a day on a four day week schedule.”

System Training and Response Team

9th – 12th
1

Reporting absences for students in grades 9–12

A.R.S. § 15–901(6)(e)

“For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one–fourth of a day’s attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil’s full or fractional membership.”

System Training and Response Team

9th – 12th
2

Reporting absences for students in grades 9–12

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of hours scheduled	6	6	6	6	2
Number of hours attended	6	6	6	6	2
Absence amount	0.00	0.00	0.00	0.00	0.50

System Training and Response Team

9th – 12th
3

Reporting absences for students in grades 9–12

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of hours scheduled	4	4	4	4	4
Number of hours attended	4	4	4	4	4
Absence amount	0.00	0.00	0.00	0.00	0.00

System Training and Response Team

9th – 12th
4

**Reporting absences for students in grades 9–12
in schools with 5 days per week**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:00	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25

System Training and Response Team

9th – 12th
5

**Reporting absences for students in grades 9–12
in schools with 5 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥1:00 – <2:00	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00

System Training and Response Team

9th – 12th
6

**Reporting absences for students in grades 9–12
in schools with 5 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥2:00 – <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
7

**Reporting absences for students in grades 9–12
in schools with 5 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥3:00 – <4:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
8

**Reporting absences for students in grades 9–12
in schools with 5 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥4:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
9

**Reporting absences for students in grades 9–12
in schools with 4 days per week**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25

System Training and Response Team

9th – 12th
10

**Reporting absences for students in grades 9–12
in schools with 4 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥1:15 – <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00

System Training and Response Team

9th – 12th
11

**Reporting absences for students in grades 9–12
in schools with 4 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥2:30 – <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
12

**Reporting absences for students in grades 9–12
in schools with 4 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥3:45 – <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
13

**Reporting absences for students in grades 9–12
in schools with 4 days per week (continued)**

Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
≥5:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

System Training and Response Team

9th – 12th
14

Reporting absences for homebound students

For homebound or hospitalized, a full day of attendance may be counted for each day during a week in which the student receives at least four hours of instruction. A.R.S. § 15–901(A)(6)(f)

- If a homebound or hospitalized student receives at least four hours of instruction during a week that school is in session, the student is considered to be in attendance for the entire week and no absences are reported.
- If a homebound or hospitalized student receives less than four hours of instruction during a week that school is in session the hours will be prorated per A.R.S. § 15–901.

System Training and Response Team

Homebound 1

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
<1:00	5	0.00	1.00	5.00
	4	0.00	1.00	4.00
	3	0.00	1.00	3.00
	2	0.00	1.00	2.00
	1	0.00	1.00	1.00

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 2

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
≥1:00 – <2:00	5	0.25	0.75	3.75
	4	0.25	0.75	3.00
	3	0.25	0.75	2.25
	2	0.25	0.75	1.50
	1	0.25	0.75	0.75

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 3

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
≥2:00 – <3:00	5	0.50	0.50	2.50
	4	0.50	0.50	2.00
	3	0.50	0.50	1.50
	2	0.50	0.50	1.00
	1	0.50	0.50	0.50

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 4

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
≥3:00 – <4:00	5	0.75	0.25	1.25
	4	0.75	0.25	1.00
	3	0.75	0.25	0.75
	2	0.75	0.25	0.50
	1	0.75	0.25	0.25

The specific days chosen to report absences shall be left to the discretion of the reporting entity.

System Training and Response Team

Homebound 5

Reporting absences for homebound students

All figures are over a period of one week

Hours of Instruction	Days in Session	Weekly Attendance	Weekly Absence	Absences to Report
≥4:00	5	1.00	0.00	0.00
	4	1.00	0.00	0.00
	3	1.00	0.00	0.00
	2	1.00	0.00	0.00
	1	1.00	0.00	0.00

System Training and Response Team

Homebound 6

Reporting absences for students enrolled in an alternative school or program operated by a school district or in a charter school with an approved alternative calendar

“School districts operating alternative schools pursuant to this section and charter schools operating on approved calendars pursuant to section 15–183 may count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least twenty hours of instruction during that week.” A.R.S. § 15–797(D)

See A.R.S. § 15–796, 15–797, 15–183

System Training and Response Team

Reporting absences for students enrolled in the Arizona Department of Juvenile Corrections educational program

For students enrolled in the Arizona Department of Juvenile Corrections educational program, daily attendance is a day in which a student attends for a minimum of 240 minutes. Attendance for 120 or more minutes but fewer than 240 minutes shall be counted as one-half day’s attendance. (See A.R.S. § 15–1371)

System Training and Response Team

Reporting absences for students enrolled in the Arizona Department of Corrections educational program

For students enrolled in the Arizona Department of Corrections educational program, daily attendance is a day in which a student attends for a minimum of 180 minutes. Attendance for 90 or more minutes but fewer than 180 minutes shall be counted as one-half day's attendance. (See A.R.S. § 15-1372)

System Training and Response Team

Reporting absences for students enrolled in a course that meets for at least 150 minutes per class period at a centralized campus owned and operated by a JTED

Daily Minutes Attended	Attendance	Daily Absence to report:
0–49	0.00	0.75
50 – 99	0.25	0.50
100 – 149	0.50	0.25
≥150	0.75	0.00

System Training and Response Team

**Adjusting Student ADM for
Subsequent and/or Concurrent Enrollments**

**Significance of Memorandum (April 3, 2008)
“Reporting Absences and Apportionment of ADM”**

System Training and Response Team

Subsequent Enrollment

1. Only the first 100 membership days accrued by students will be considered in the determination of Average Daily Membership (ADM).
2. A student may accrue membership days only by virtue of enrollment(s) occurring during the first 100 days a school is in session or the first 200 days school is in session for schools operating on 200 day calendars.

System Training and Response Team

Illustrating Enrollment/Membership Scenarios

The grid outlined in black illustrates a school's calendar.

Days 1 – 40 Days 41 – 100 Days 101 – 180

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System Training and Response Team

The area outlined in red illustrates a student's enrollment with a school.

Days 1 – 40 Days 41 – 100 Days 101 – 180

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System Training and Response Team

The number of funded membership days generated by a student's enrollment within a school appear in white letters within a red background.

Days 1 – 40 Days 41 – 100 Days 101 – 180

40 FMD	60 FMD	
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System Training and Response Team

Scenario 1 (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180

40 FMD	60 FMD	
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- Student FTE = 1.00
- Enrollment Days = 180
- Funded Membership Days (FMD) = 100
- ADM = 1.00

System Training and Response Team

Scenario 1a (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180

10 FMD	15 FMD	
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- Student FTE = 0.25
- Enrollment Days = 180
- FMD = 25
- ADM = 0.25

System Training and Response Team

Scenario 2 (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180

40 FMD	60 FMD	
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- Student FTE = 1.00
- Enrollment Days = 110
- FMD = 100
- ADM = 1.00

System Training and Response Team

Scenario 3 (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180

40 FMD	50 FMD	
--------	--------	--

- Student FTE = 1.00
- Enrollment Days = 90
- FMD = 90
- ADM = 0.90

System Training and Response Team

Scenario 4 (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180

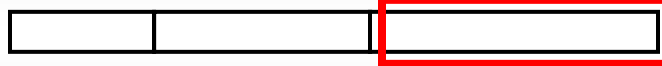
		20	
--	--	----	--

- Student FTE = 1.00
- Enrollment Days = 100
- FMD = 20
- ADM = 0.20

System Training and Response Team

Scenario 5 (Single Enrollment)

Days 1 – 40 Days 41 – 100 Days 101 – 180



- Student FTE = 1.00
- Enrollment Days = 78
- FMD = 0
- ADM = 0.00

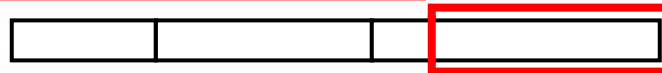
System Training and Response Team

Scenario 6 (Subsequent Enrollments)

School A



School B



School A

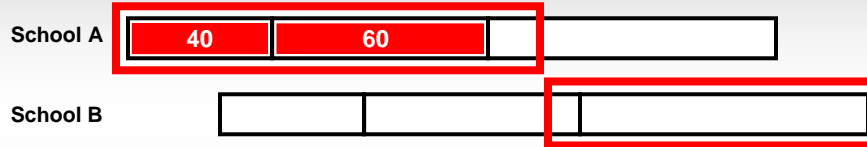
- Student FTE = 1.00
- Enrollment Days = 110
- FMD = 100
- ADM = 1.00

School B (Student enrolls on 111th day)

- Student FTE = 1.00
- Enrollment Days = 70
- FMD = 0
- ADM = 0.00

System Training and Response Team

Scenario 7 (Subsequent Enrollments)



School A

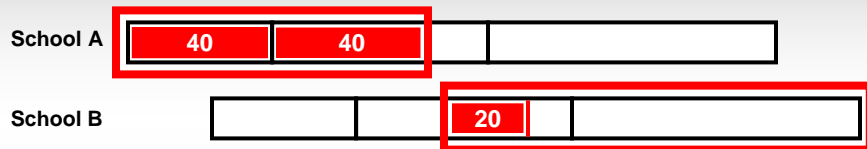
- Student FTE = 1.00
- Enrollment Days = 110
- FMD = 100
- ADM = 1.00

School B (Student enrolls on 91st day)

- Student FTE = 1.00
- Enrollment Days = 90
- FMD = 0
- ADM = 0.00

System Training and Response Team

Scenario 8 (Subsequent Enrollments)



School A

- Student FTE = 1.00
- Enrollment Days = 80
- FMD = 80
- ADM = 0.80

School B (Student enrolls on 71st day)

- Student FTE = 1.00
- Enrollment Days = 110
- FMD = 20
- ADM = 0.20

System Training and Response Team

Scenario 9 (Subsequent Enrollments)

School A

15

School B

40

45

School A

- Student FTE = 1.00
- Enrollment Days = 15
- FMD = 15
- ADM = 0.15

School B

- Student FTE = 1.00
- Enrollment Days = 180
- FMD = 85
- ADM = 0.85

System Training and Response Team

Scenario 10 (Subsequent Enrollments)

School A

3.75

School B

40

56.25

School A

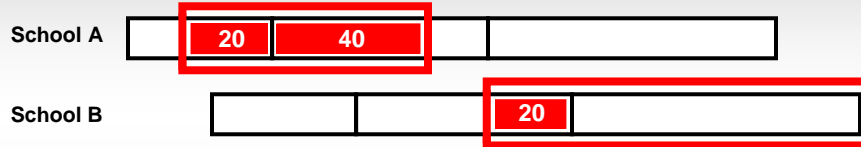
- Student FTE = 0.25
- Enrollment Days = 15
- FMD = 3.75
- ADM = 0.0375

School B

- Student FTE = 1.00
- Enrollment Days = 180
- FMD = 96.25
- ADM = 0.9625

System Training and Response Team

Scenario 11 (Subsequent Enrollments)



School A

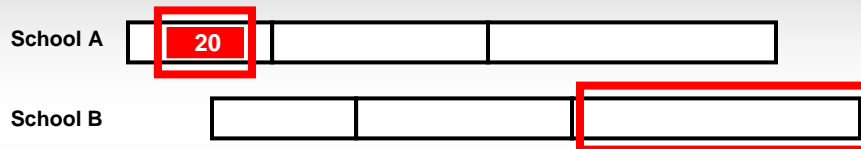
- Student FTE = 1.00
- Enrollment Days = 60
- FMD = 60
- ADM = 0.60

School B (Student enrolls on 81st day)

- Student FTE = 1.00
- Enrollment Days = 110
- FMD = 20
- ADM = 0.20

System Training and Response Team

Scenario 12 (Subsequent Enrollments)



School A

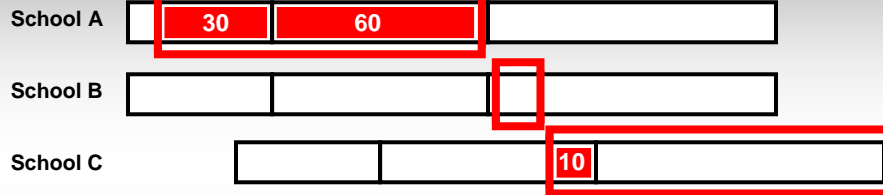
- Student FTE = 1.00
- Enrollment Days = 20
- FMD = 20
- ADM = 0.20

School B (Student enrolls on 101st day)

- Student FTE = 1.00
- Enrollment Days = 80
- FMD = 0
- ADM = 0.00

System Training and Response Team

Scenario 13 (Subsequent Enrollments)



School A

- Student FTE = 1.00
- Enrollment Days = 90
- FMD = 90
- ADM = 0.90

School B

- Student FTE = 1.00
- Enrollment Days = 10
- FMD = 0
- ADM = 0.00

School C

- Student FTE = 1.00
- Enrollment Days = 90
- FMD = 10
- ADM = 0.10

System Training and Response Team

200 Day Calendars

Scenario 14 (Single Enrollment on 200 Day Calendar)

Days 1 – 40 Days 41 – 100 Days 101 – 200



- Student FTE = 1.00
- Enrollment Days = 200
- Funded Membership Days = 100
- ADM = 1.00

Students enrolled in schools with 200 day calendars accrue membership days at half the value of the reported FTE.

System Training and Response Team

Concurrent Enrollment

1. If the total ADM for a student at all schools attended is greater than 1.0 the total ADM will be reduced to 1.0 and apportioned between the schools based on reported FTE.

Exceptions:

- The total ADM for a student enrolled in a JTED course or courses (satellite courses) provided in a facility owned or operated by a school district in which the student is enrolled may not exceed 1.25.
- The total ADM for a student enrolled in both a charter school and a JTED (when the student resides within the boundaries of a school district participating in the JTED) may not exceed 1.25.

System Training and Response Team

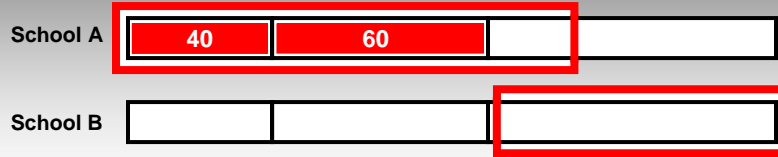
Concurrent Enrollment (continued)

2. A concurrent enrollment occurs when a student is simultaneously enrolled in more than one school.
3. For purposes related to the apportionment of funding, only concurrent enrollment on days within the first 100 session days (or 200 session days for schools operating on 200 day calendars) will be considered.
4. When ADM must be apportioned due to concurrent enrollment, ADE adjusts the student's FTE proportionally by dividing the reported FTE* for each individual school by the total reported FTE for all schools involved in the concurrency.

* For schools operating on 200 day calendars the reported FTE is first divided by 2.

System Training and Response Team

Scenario 15 (Concurrent Enrollments)



School A

- Student FTE = 1.00
- Enrollment Days = 120
- FMD = 100
- ADM = 1.00

School B (Student enrolls on 101st day)

- Student FTE = 1.00
- Enrollment Days = 80
- FMD = 0
- ADM = 0.00

None of the days on which the student is concurrently enrolled are eligible to be counted as membership days.

System Training and Response Team

Scenario 16 (Concurrent Enrollments)



School A (Member District)

- Student FTE = 1.00
- Enrollment Days = 180
- FMD = 100
- ADM = 1.00

School B (JTED Satellite)

- Student FTE = 0.25
- Enrollment Days = 180
- FMD = 25
- ADM = 0.25

ADM does not exceed specified limits.

System Training and Response Team

Scenario 17 (Concurrent Enrollments)

School A

32

48

School B

8

12

School A

- Reported Student FTE = 1.00
- Adjusted FTE = 0.80
- Enrollment Days = 180
- FMD = 100
- ADM = 0.80

School B

- Reported Student FTE = 0.25
- Adjusted FTE = 0.20
- Enrollment Days = 180
- FMD = 20
- ADM = 0.20

Assuming both enrollments are valid, the total ADM based on reported FTE exceeds limits and therefore ADM must be apportioned. SAIS calculates ADM by adjusting FTE proportionally.

System Training and Response Team

Adjusting FTE Due to Concurrent Enrollment

$$\text{Adjusted FTE} = \frac{\text{School Reported FTE}}{\text{Total Reported FTE}}$$

For School A: $1.00 \div 1.25 = 0.80$

For School B: $0.25 \div 1.25 = 0.20$

System Training and Response Team

Scenario 18 (Concurrent Enrollments)

School A	40	19	.5		
School B			.5	40	

School A

- Reported Student FTE = 1.00
- Adjusted FTE = 0.50 (one day)
- Enrollment Days = 60
- FMD = 59.5
- ADM = 59.50

School B

- Reported Student FTE = 1.00
- Adjusted FTE = 0.50 (one day)
- Enrollment Days = 121
- FMD = 40.5
- ADM = 40.50

Calendars are identical. Student withdraws from School A and enrolls in School B on day 60.

System Training and Response Team

Scenario 19 (Concurrent Enrollments)

School A	40	14	2.5	41	
School B			2.5		

School A

- Reported Student FTE = 1.00
- Adjusted FTE = 0.50 (5 days)
- Enrollment Days = 180
- FMD = 97.5
- ADM = 0.975

School B

- Reported Student FTE = 1.00
- Adjusted FTE = 0.50 (5 days)
- Enrollment Days = 5
- FMD = 2.5
- ADM = 0.025

Calendars are identical. Student does not withdraw from School A, but enrolls in School B on day 55 and then withdraws from School B on day 59.

System Training and Response Team

Reconciling membership counts for students with concurrent or subsequent enrollments

SdADM580-2

Arizona Department of Education

Page: 1

Student Detail Concurrency Report

Print Date: 02/22/2008 15:05:42

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

School Name: XYZ Elementary School

School CTDS: 00-02-98-001

SAIS ID	Student Name
1234567	Duck, Donald

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	School Type
45621	11/01/2006	N/A	1.00	1	5	00-89-98-101	QRS Charter School	Charter Facility
5555	08/07/2006	N/A	1.00	1	5	N/A	N/A	In a Unified School District

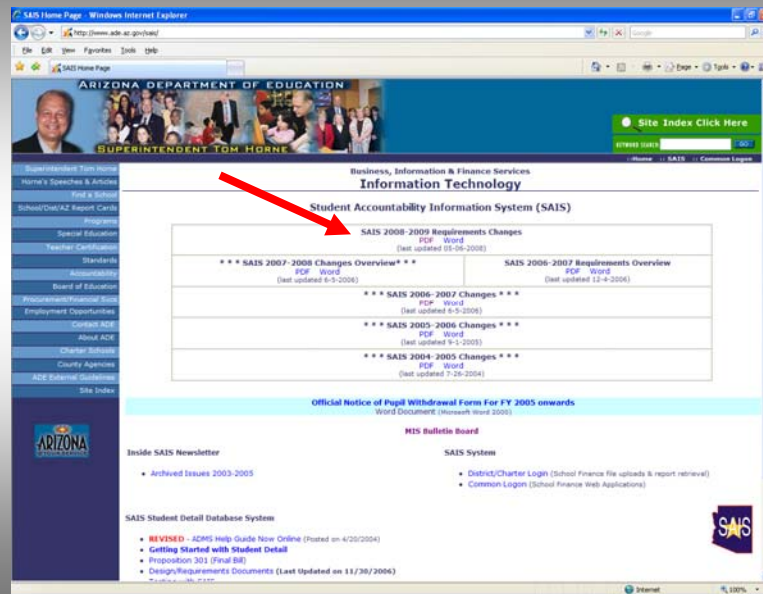
SAIS ID	Student Name
2345671	Mouse, Mickey

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	School Type
76431	07/24/2006	08/07/2006	1.00	1	5	00-89-98-101	QRS Charter School	Charter Facility
5432	08/07/2006	N/A	1.00	1	5	N/A	N/A	In a Unified School District

Summary of Changes to SAIS Requirements for Fiscal Year 2009

System Training and Response Team

<http://www.ade.az.gov/sais>



School Finance

Beginning in fiscal year 2009:

- The records for a student enrolled in grades 9 – 12 will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- The records for a homebound student will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- Submission of absences for homebound students will be allowed.

System Training and Response Team

SF 1

School Finance

- The records for a student enrolled in a TAPBI school will fail in Integrity processing for ADM when attendance (Transaction 17) is submitted.
- TAPBI schools will be required to submit LEA calendars for the purposes of establishing session days and determining the 1st, 40th, 100th and last day of instruction.
- The submission of calendar track 0 (zero) will no longer be allowed for students enrolled in TAPBI schools.
- ADM and ADA for students enrolled in TAPBI schools will be calculated in accordance with the same procedures used to calculate ADM and ADA for students in non-TAPBI schools.

System Training and Response Team

SF 2

School Finance

- The records of a student enrolled in a charter school will fail in Integrity processing for ADM and/or Special Education when a Special Enrollment Code (CEC-A, CEC-B, Open Enrollment) is submitted.

Note: Special Enrollment is an element in Transactions 1 (Student Enrollment) and 14 (Special Education Service Participation).

- The Integrity warning generated when a student who has previously been reported as a graduate (W7, S7, G) is subsequently enrolled for school membership, will become an Integrity failure for ADM.

Note: An exception will occur if a student is reported as having previously graduated from a JTED.

System Training and Response Team

SF 3

School Finance

- Integrity error message –43204 *Student has neither a year end status nor a withdrawal*, will no longer be associated with End of Year ADM.

Note: This Integrity failure has not affected calculations for ADM in the past, nor will it in the future. Due to this technical correction, Code 4c will no longer appear on SDADMS72 and 75 reports after the 100th day of instruction when a student without a record of a year end status or a withdrawal is subject to Integrity processing.

System Training and Response Team

SF 4

School Finance

- If the total ADM for a student at all schools attended is greater than 1.0 the total ADM will be reduced to 1.0 (or 1.25 under specified circumstances when a student is also enrolled in a JTED satellite) and apportioned between the schools based on reported FTE.
- Only the first 100 membership days accrued by students will be considered in the determination of Average Daily Membership (ADM).
- A student may accrue membership days only by virtue of enrollment(s) occurring during the first 100 days a school is in session or the first 200 days school is in session for schools operating on 200 day calendars.

System Training and Response Team

SF 5

School Finance

- Aggregation procedures for schools operating on 200 day calendars will be incorporated into SAIS.

Note: Schools with 200 day calendars are currently subject to the same aggregation procedures as schools operating on non-200 day calendars, but are subject to a manual adjustment after the 200th day of instruction. Going forward, reported FTE for students enrolled in schools operating on 200 day calendars will be halved and a 200th day aggregation will be performed in SAIS.

System Training and Response Team

SF 6

School Finance

- Upon reaching his/her 18th birthday, a student without disabilities who is enrolled in the Arizona Department of Correction educational program will be excluded from funding for ADM.

Note: When such students are excluded from funding, their names will be listed on the SDADMS76 Funding Exclusion Report.

- A new tuition payer code (presumably {5}) will be added for use (by JTEDs) when a student is concurrently enrolled in a JTED and a charter school, but does not reside within the boundaries of a school district that is a member of the JTED.

System Training and Response Team

SF 7

School Finance

- An option to display the SDADMS72 report for all grade levels within a school will be added.
- The SDADMS75 report will display all membership intervals that occur before the 100th day or 200th day for schools operating on 200 day calendars.

Note: The names of students who are enrolled in a school before the school has reached its 100th day (or 200th day for schools operating on 200 day calendars) but who have previously accrued 100 membership days, will be displayed on the 75 report with 0.00 FTE.

System Training and Response Team

SF 8

School Finance

- The SDADMS75 report will display a new code (presumably {6}) indicating that a student has had a previous enrollment in another school.
- A new Student Detail Report will be created to display the number of membership days a student has generated due to previous enrollments in other schools.

System Training and Response Team

SF 9

Exceptional Student Services (ESS)

Beginning in fiscal year 2009:

- The result of the current SAIS Integrity processing validation requiring a student's Special Education Service Participation exit reason to align with the withdrawal or year end status associated with the student's school membership will be an Integrity failure as opposed to a warning.

Note: Student records failing this validation will be excluded from the Federal Special Education Census.

System Training and Response Team

ESS 1

Exceptional Student Services (SPED)

- When a student is exited from Special Education Service Participation with Exit Reason Code {11} (Expelled but still receiving services) the student's records will fail in both state and federal Special Education Integrity processing unless a record of a subsequent Special Education Service Participation with SPED Service Code {H} (Homebased/Homebound/Hospital Program) exists in SAIS.

System Training and Response Team

ESS 2

Office of English Language Acquisition Services (OELAS)

Beginning in fiscal year 2009:

- ELL Program Code {M} (Mainstream) will no longer be valid.
- A new ELL Program Code presumed to be {I} (Individual Language Learner Plan (ILLP)) will be added.

System Training and Response Team

OELAS 1

Office of English Language Learner Acquisition Services (OELAS)

- Records of up to three language assessments (AZELLA) administered during a fiscal year by an individual school district or charter holder will be allowed to exist in SAIS for a student. Assessments may be administered on any day without regard to any previously designated assessment period.

System Training and Response Team

OELAS 2

Office of English Language Learner Acquisition Services (OELAS)

Procedures allowing a third party to submit student language assessment results are currently underdevelopment. Any changes to current procedures will be announced at a later date.

System Training and Response Team

OELAS 3

Office of English Language Learner Acquisition Services (OELAS)

- The Integrity warning generated when records exist in SAIS classifying a student as an immigrant for more than three fiscal years will be changed to a failure.

System Training and Response Team

OELAS 4

New Designation for Certain Homeless Students

Beginning in fiscal year 2009:

- A new Need code, designating a student as “Homeless – Unaccompanied Youth” will be added to comply with federal reporting regulations.

System Training and Response Team

Close of SAIS for FY08 Submissions

ARIZONA DEPARTMENT OF EDUCATION
EunBae
Superintendent of Public Instruction
School Finance
1210 West Jefferson
Phoenix, Arizona 85007
(602) 942-1000
(602) 942-1000 fax
STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM - 08.08

TO: Superintendents, District Managers, Charter Officers, and E&E Technology Coordinators

FROM: Philip Williams, Deputy Associate Superintendent of School Finance

DATE: April 26, 2008

SUBJECT: FY 2008 SAIS Closure - Year End Processing

June 15th and July 15th Payments
The June 15th district and charter appointment and the July 15th district appointment will be based on the Membership, Special Education Service Participation, and ELL Program Participation data that reside in the Student Accountability Information System (SAIS) as of 11:59 pm on Friday, May 30, 2008.

Submission of Mid-month and Month-end Statewide Data Processing to June
The Arizona Department of Education has established a deadline of 4:00 PM, Monday, June 30, 2008, for FY 2008 data submissions to the SAIS. This deadline is necessary in order for the Department to meet its federal and state reporting requirements (i.e., State Aid, Adequate Yearly Progress (AYP), Annual Measurable Achievement Objectives (AMAO), AZ LEAP2010, etc.).

The Arizona Department of Education will not perform the June mid-month processing to allow superintendents for Local Educational Agencies to submit data to SAIS in preparation for the close of the fiscal year. The acceleration of the June month-end processing will provide a window for the processing of data submitted after May 30, 2008 but prior to 11:59 pm on June 30, 2008 for the purpose of calculating payment adjustments which are expected to be made by September 15, 2008.

Any corrections or other changes to FY 2008 data to be submitted after June 30, 2008 will be subject to established procedures pursuant to A.R.S. § 15-1115. Additionally, data submissions for the submission of FY 2007 State Aid and Budget Capacity will not be accepted after June 30, 2008.

Districts and charters operating TABSII programs, pursuant to A.R.S. § 15-408, will be allowed 2 days, July 1st and 2nd, 2008, for the submission of final instructional time for FY 2008.

System Training and Response Team

Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

- *Thank you for joining us today.*
- *Please fill out and leave your workshop evaluation form.*
- *Please return any borrowed materials.*

ADE System Training and Response Team
<http://www.ade.az.gov/schoolfinance/star>